



## **Fire Training Academy Rules of Conduct**

### **A. PURPOSE**

The Washington State Patrol Fire Training Academy (FTA) is a public safety training facility. Public safety professionals are representative of the governments of the United States and the state of Washington and its political subdivisions. They serve as a symbol of stability and authority upon which our citizens rely. The behavior of individuals at the FTA may reflect directly on their respective profession. Individuals must, at all times, conduct themselves in a professional manner consistent with that of a public safety professional.

The FTA programs are intended to be an intense learning experience. Individuals are expected to focus on their studies and skills while maintaining an exemplary standard of conduct. Individuals are expected to comply with the rules and regulations of the Fire Training Academy. Intentional or reckless acts of misconduct or other conduct unbecoming (on-duty or off-duty) may result in immediate dismissal from the Academy.

The FTA is a Washington State Patrol facility. Any misconduct or inappropriate behavior could result in an investigation by the Washington State Patrol.

Students dismissed due to serious violations may be eligible to attend another class offering upon approval from the FTA commander.

### **B. RULES OF CONDUCT**

#### **1. Individual Relationships**

Fire Training Academy training and functions require individuals to respectfully interact with each other. Everyone is expected to fully and actively participate with fellow participants, treating them with respect and courtesy at all times.

- a. Individuals attending the Fire Training Academy are often in committed relationships and leave families and their significant others behind while at the FTA. Individuals must respect these relationships and conduct themselves in a manner consistent with how they would expect to be treated if the roles were reversed.
- b. Intimate physical contact of a sexual nature is strictly prohibited on Fire Training Academy grounds.
- c. Individuals found in violation are subject to dismissal from the Fire Training Academy.
- d. Individuals will immediately report to the Chief of Instruction any attempt or conduct by a staff member or contract instructor that appears to be an attempt to establish an intimate physical contact of a sexual nature with the student while the student is attending an FTA class or function.
- e. Individuals shall not accept off-site accommodation by any staff member or contract instructor for any purpose other than a bona fide emergency, which must be reported to the Chief of Instruction.

#### **2. Discrimination or Harassment**

- a. The Fire Training Academy will not tolerate unlawful discrimination in any form. It is the policy of the Fire Training Academy to investigate and resolve complaints of discrimination in accordance with applicable laws or regulations, whether initiated from within or from outside the agency. The Washington Law Against Discrimination, chapter 49.60 RCW, prohibits discrimination because of race, creed, color, national origin, families with children, sex, marital status, sexual orientation, age, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability



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- 1) A complaint is defined as an accusation of unlawful discriminatory practices based on the characteristics set forth above. Anyone may initiate a complaint. Complaints may be oral or written.
- 2) Such complaints may be made to the Lead Instructor, any Fire Training Academy Staff, Instructor, or any supervisor of the individual's agency.
- b. Harassment is strictly prohibited. Harassment is not limited to verbal or physical activities that are sexual, religious, physical, or racial. Verbal or physical conduct, implied or overt, that could reasonably be construed to materially disrupt the ability of another person to participate in, or benefit from, the program or conduct his or her employment duties.
  - 1) All persons attending the Academy will treat others with dignity and respect. The Fire Training Academy is intended to be a safe environment that is free of harassment or distractions.
  - 2) Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, regardless of medium or means.
  - 3) A complaint is defined as an accusation of harassment based on unwelcome behaviors. Anyone may initiate a complaint. Complaints may be oral or written. Such complaints may be made to the Lead Instructor, any Fire Training Academy Staff, Instructor, or any supervisor of the individual's agency.

### **3. Integrity**

- a. Individual integrity is essential. Cheating or lying by anyone is considered conduct unbecoming an individual and prima facie (on its face) evidence of a lack of moral fitness.
- b. Violators will be subject to dismissal from the Fire Training Academy.
- c. Likewise, individuals having direct or indirect knowledge of cheating, lying, or deception of any kind who does not report such activity will also be subject to dismissal from the Fire Training Academy.

### **4. Offensive Language**

- a. The use of profane or ethnically offensive language is prohibited, including chants utilized while marching or running.
- b. Such language may be used as part of a mock scene or other learning exercise wherein it is solely used to enhance realism.

### **5. Alcohol and Drugs**

The use or possession of alcoholic beverages or illicit drugs anywhere on Fire Training Academy grounds is strictly prohibited.

- a. Participation in any Fire Training Academy function while under the influence of, or with any measurable Blood Alcohol Content (BAC) of an alcoholic beverage or illicit drug, is prohibited.



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No one will report for any training function or any activity on Academy grounds with alcohol on their breath or under influence of drugs that may impact the ability to train.

- 1) The consumption of alcohol in public establishments is strongly discouraged while wearing any distinctive portion of the Fire Training Academy (Logo) apparel or the uniform/apparel of any agency while participating in or assigned to Academy classes.
- b. Refunds will not be provided for students unable to participate in a Fire Training Academy function due to the influence of alcohol, drugs, or possession of firearms.

### **6. Firearms**

The use or possession of firearms at the Fire Training Academy is prohibited except for those persons acting within the scope of their duties.

### **7. Health and Safety**

It shall be the responsibility of Academy Staff and participants to ensure that all Academy training is conducted in a safe manner free from unnecessary risk of injury and that the learning environment is also free from reasonably known health or safety hazards.

- a. Any person having concerns about safety or health is encouraged to immediately communicate their concerns to the Fire Training Academy Staff.
- b. Running within buildings is strictly prohibited. Running is only allowed in approved areas and when directly related to training.
  - 1) Individuals or groups must wear reflective safety vests when running (Physical Fitness) on the Fire Training Academy access road and grounds.
- c. Speed Limit:

The maximum speed limit at the Fire Training Academy is 10 miles per hour and the access road is 20 miles per hour.

- 1) Drivers must be constantly aware of pedestrians on all roadways, rapid changes in driving conditions due to weather, and limited visibility on the access road.
- 2) Drivers and passengers of a vehicle shall be seated in provided seating inside of the vehicle. Riding in the bed of a pick-up truck is prohibited.
- 3) Seat belts shall be worn whenever vehicle is in motion.
- 4) Golf carts are to be used by FTA and Instructional Staff only. Students of any nature are not to ride in or drive unless authorized by the Chief of Instruction.

### **8. Personal Appearance**

In an effort to maintain the highest professional standards commensurate with the fire service, it is expected that all attending personnel abide by their respective departments uniform policies.



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- a. Grooming must not interfere with the effective functioning of any safety equipment used during training. Attendees shall maintain the SCBA facepiece sealing surface free of facial hair, body piercing devices, or any other condition that interferes with the respirator facepiece seal.
- b. Individuals not wearing uniforms shall wear “business casual” clothing that is defined as slacks or skirt and a button-up shirt or blouse. Jeans of any color or style will not be permitted at any time unless officially recognized as part of the agency’s uniform or specifically required within the tactical venues. Instructors are expected to be clean shaven while teaching.
- c. Clothing worn shall not distract others and shall be consistent with the training activity.

### **9. Misuse of Training Equipment**

- a. Those involved shall be required to pay for repairs or replacement of damaged property and may be subject to dismissal from the Academy.

### **10. Parking**

Vehicles are required to park only in areas designated for parking.

- a. Do not parking in areas prohibited by signs, or in areas defined as off limits
- b. Improperly parked vehicles will be required to be moved immediately.
- c. The Fire Training Academy is not responsible for any theft or damage to vehicles.

### **11. Classroom Maintenance**

Instructors and users are responsible for keeping classrooms and training venues neat.

- a. All litter will be properly disposed of. Recyclable materials will be placed in the appropriate container.
- b. Bulletin boards, desks, and material tables will be maintained in an orderly fashion.
- c. Tables will be cleared and wiped down and chairs properly stowed.
- d. Bunker gear is not permitted in classrooms or any upper campus building.

### **12. Food and Beverages**

- a. Food (candies and snacks) or beverages may be allowed in the classroom as long as they are dispensed in covered containers.
- b. While eating in the Dining Hall, individuals will make reasonable effort to remove debris and materials off of tables and return trays, plates, and utensils to the tray return area.
  - 1) Chairs and tables must be returned to the locations they were found and properly stored.
  - 2) Do not take more food than a reasonably individual may consume.
  - 3) Loud inappropriate behavior is prohibited please be respectful of others during meal times.



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- 4) Proper observance of table manners and etiquette is required.

### **13. Tobacco**

Tobacco use and smoking are not permitted inside any building.

- a. Tobacco use and smoking will be permitted only in the designated areas.
- b. NO SMOKING or tobacco use in any of the buildings or within 25' of any door or breezeway.
- c. Individuals are required to use the available ash can(s) to extinguish and dispose of cigarettes
- d. Use of tobacco that impacts others shall be discontinued.

### **14. Dormitory**

The dormitory is provided as a service to agencies sponsoring employees who are in need of lodging while attending training at the FTA. The dormitory is intended to provide a safe, clean, professional housing environment. A primary function of the dormitory atmosphere is to provide the opportunity for resting/sleeping, studying, learning, and fostering a successful training experience.

The dormitory facility and the conduct of its users should reflect the professionalism and dignity of the Fire Training Academy, sponsoring agency, and the public safety profession.

Each dormitory resident is expected to contribute positively to this environment by adhering to the dormitory rules. Violation of these rules may result in the loss of the privilege of dormitory housing and/or dismissal from the Academy. The following rules apply:

- a. Only authorized persons will reside or visit in the dormitory.
- b. No room assignment change is permitted without prior approval of the Fire Training Academy Staff.
- c. Posting of items on any walls, windows, or doors is prohibited.
- d. Refrigerators, ice chests, or other cooling/heating devices are not permitted within dormitory rooms.
- e. The use of electrical appliances within dormitory rooms, such as coffeepots or microwaves, is strictly prohibited. Coffee pots and microwaves are available for use in the common area.
- f. Windows are not to be opened at any time (this disrupts the dormitory heating and cooling system and may result in an uncomfortable stay for others).
- g. Residents are required to keep housing areas clean at all times. Clothing and personal items will be arranged neatly in closets or cabinets, and beds shall be made.
- h. Beds will be made up using the sheets and blanket provided, even if the individual is utilizing a sleeping bag.
- i. Local law enforcement (King County Sheriff's Office or the Washington State Patrol) may be contacted to conduct a more intrusive search of an individual's property.



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- 1) These searches may be conducted pursuant to, or as part of, an investigation into any "Rules of Conduct" violation when there is a reasonable belief that the student's property contains contraband. Whenever possible, the Commander, Chief of Instruction, and the individual(s) will be present while the search is conducted.
- 2) Any investigation involving criminal allegations will be referred to the Washington State Patrol or local law enforcement (King County Sheriff's Office).
- j. Individuals are required to report, in writing, any damaged or missing items.
  - 1) Reports will include the item, damage, or reason for malfunction, if known. Reports are to be turned in no later than the training day following the day the damage or missing items are noted.
  - 2) Individuals and/or their agency will be responsible for missing items or damage beyond normal wear and tear.
  - 3) Individuals responsible for damage will be required to pay for the repair or replacement of the item.
  - 4) All students of a room will share financial responsibility if the investigation cannot attribute the responsibility to a specific individual or individuals.
  - 5) Unreported damage, or items discovered as missing, are the responsibility of room residents.
  - 6) The individual's agency will be billed, and the Fire Training Academy Certificate of Completion will be withheld, if timely payment is not received.
- k. Visitors (authorized) are only permitted in the common areas until 2000 hours. Visitors are not permitted in any of the dormitory rooms.
- l. Individuals shall not enter the closed room of another without first knocking and receiving permission to enter.
- m. Individuals of the opposite sex are strictly prohibited from entering the room of another individual, regardless of invitation by the resident or purpose other than a documented bona fide emergency of a life-threatening nature.
- n. Individuals will be properly clothed when in common areas of the dorm.
- o. Sexual conduct in or on the Fire Training Academy premises or facilities is prohibited.
- p. Alcohol and illicit substances are not permitted. Controlled substances (prescription medications) are permitted only when kept in the original container from the pharmacy and only used by the individual named on the prescription label.
- q. Smoking is prohibited in the dormitory. Smoking is permitted outside the dormitory in designated areas only.
- r. Fire Training Academy Staff will conduct an exit inspection of each room on the final day of training.



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- 1) Individuals must be cleared out of assigned rooms by 0830 hours on the last day of training.
  - 2) Place soiled linen in the cart located in the laundry room. Please fold the blanket and leave on the bed, unless it is soiled.
  - 3) Obtain clean linen from the laundry room and place on the bed in the same manner as you found them.
  - 4) Do not remove mattress covers from the bed.
- s. Individuals may use the telephone located in the hallway near the upper entrance for emergency calls (to 9-1-1) only.
- t. Individuals are expected to pick up after themselves and maintain a clean area, regardless of their location in the building.
- 1) Please strive to leave any location as clean, or cleaner, than when arrived.
  - 2) Bunker Gear is not permitted in the dorm.
  - 3) Individuals are prohibited from engaging in loud or boisterous behavior that disturbs, annoys, or causes inconvenience to any other person. "Quiet hours" will be observed in the dormitory between 2200 hours and 0600 hours.